

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

DEPARTMENTAL OPEN EXAMINATION  
CODES AND STANDARDS ADMINISTRATOR I  
(NON-PEACE OFFICER) – 3CD0101  
CODES AND STANDARDS ADMINISTRATOR II  
(NON-PEACE OFFICER) – 3CD0102



WHO MAY APPLY	Candidates who meet the minimum qualifications as stated below may apply for one or more examinations. Once you have taken the examination for the classification, you may not retest during this testing period. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Career credits do not apply.										
HOW TO APPLY	<p>CLICK ON THE LINK IN THE "EXAMINATION INFORMATION" SECTION TO TAKE THE EXAM.</p> <p><b>DO NOT SUBMIT A STATE APPLICATION FORM 678 TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) OR TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CALHR). THE REQUIRED APPLICATION IS CONTAINED IN THE EXAMINATION PROCESS.</b></p>										
CROSS FILING INFORMATION	If you meet the entrance requirements for the Codes and Standards Administrator I and Codes and Standards Administrator II classifications, you may take both examinations at the same time. You must select the class title(s) corresponding to each examination for which you are taking when you complete the examination.										
FINAL FILING DATE	<p>05/31/2014.</p> <p>Testing is open for 12 months. You can take the test only once during this testing period. Scoring will be conducted quarterly. All tests taken after the cut-off date will be held until the following quarter. Results will be available on the 15th of the month following the cut-off date as follows:</p> <table><tr><td><b>Cut-off Date</b></td><td><b>Results Date</b></td></tr><tr><td>August 31, 2013</td><td>September 15, 2013</td></tr><tr><td>November 30, 2013</td><td>December 15, 2013</td></tr><tr><td>February 28, 2014</td><td>March 15, 2014</td></tr><tr><td>May 31, 2014</td><td>June 15, 2014</td></tr></table>	<b>Cut-off Date</b>	<b>Results Date</b>	August 31, 2013	September 15, 2013	November 30, 2013	December 15, 2013	February 28, 2014	March 15, 2014	May 31, 2014	June 15, 2014
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special assistance or special testing arrangements, contact the Department of Housing and Community Development, Selection & Recruitment Office at <a href="mailto:Recruitment@hcd.ca.gov">Recruitment@hcd.ca.gov</a> or (916) 445-4807.										
EXAMINATION DATE	Testing is available anytime during this testing period. This is a Training and Experience Evaluation weighted 100%.										
SALARY RANGE	CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER): \$5369 - \$6478 CODES AND STANDARDS ADMINISTRATOR II (NON-PEACE OFFICER): \$5775 - \$6980										
ELIGIBLE LIST INFORMATION	Open merged eligible lists will be established for the Department of Housing and Community Development. The names of successful competitors will be merged onto the eligible lists in order of final score regardless of test date. Eligibility expires two years (24 months) after it is established unless the needs of the service and conditions of the lists warrant a change in this period.										
THE POSITION	<p><b>CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER):</b> A Codes and Standards Administrator I, under direction, is either (1) the first supervisory level and assistant administrator of a major area office with responsibility over a large field staff; or (2) program manager with supervisory responsibility over a small technical staff in headquarters; or (3) in a staff position, is a program specialist with responsibility for a technical code-related area with statewide application such as State Housing Law, Mobilehome and Special Occupancy Parks, Employee Housing, Occupational Licensing, Manufactured Housing, or Factory-built Housing.</p> <p><b>CODES AND STANDARDS ADMINISTRATOR II (NON-PEACE OFFICER):</b> A Codes and Standards Administrator II, under general direction, either (1) is the manager of one of the two major area offices having complete charge of the field inspection and enforcement programs of that office; or (2) directs the work of a group of program managers and/or specialists responsible for technical code-related areas having statewide application.</p> <p>Positions for the Codes and Standards Administrator I/II exist in Sacramento and Riverside.</p>										
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.</p>										
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER):</b></p> <p><b>Either I</b> One year of experience in the California state service either (1) performing the duties of a District Representative II, Division of Codes and Standards, or a District Representative II, Division of Codes and Standards (Non-Peace Officer);</p>										

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

or (2) in a governmental plan checking function in a class at a level of responsibility equivalent to that obtained in the class of Associate Civil Engineer. or

Two years of experience in the California state service performing the duties of a District Representative I, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).

Or II

Five years of experience in building inspection work, two years of which shall have been in one or a combination of the following: (1) the development and interpretation of building inspection policies and standards; or (2) the supervision of a technical staff engaged in building inspection work requiring the interpretation and application of building codes and regulations. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of District Representative II, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).]

CODES AND STANDARDS ADMINISTRATOR II (NON-PEACE OFFICER):

Either I

One year of experience in the California state service performing the duties of a Codes and Standards Administrator I (Non-Peace Officer). or

Two years of experience in the California state service performing the duties of a District Representative II, Division of Codes and Standards, or a District Representative II, Division of Codes and Standards (Non-Peace Officer).

Or II

Five years of experience in building inspection work, at least three years of which shall have been in a supervisory or administrative capacity involved in one or a combination of the following: (1) the development and interpretation of building inspection policies and standards; or (2) the interpretation and application of building codes and regulations. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Codes and Standards Administrator I (Non-Peace Officer).]

SPECIAL PERSONAL CHARACTERISTICS

Willingness to locate where assigned and to travel throughout the State or an assigned area of the State.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION-Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received.

[Click here to view the Training and Experience Evaluation.](#)

[CLICK HERE TO TAKE THE CSA I/II Examination.](#)

SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

A. Knowledge of:

Codes and Standards Administrator I (Non-Peace Officer) and  
Codes and Standards Administrator II (Non-Peace Officer)

1. Basic principles, practices and procedures of engineering, design and maintenance of buildings, structures, mobilehome and special occupancy parks and employee housing.
2. Standards and regulations relating to construction, installation, alteration and occupancy of manufactured homes, multifamily manufactured homes, commercial modulars, special purpose commercial modulars, and factory-built housing.
3. Laws and regulations relating to the sale of manufactured homes, and commercial modulars.
4. Rules of evidence, principles of investigation, and civil law procedures.
5. All programs of the Division of Codes and Standards.
6. Principles of inspection, supervision, management and administration.
7. Employer-employee relations and collective bargaining procedures.
8. The Department's Equal Employment Opportunity policy.

B. Ability to:

Codes and Standards Administrator I (Non-Peace Officer)

1. Supervise and manage the inspection/investigative staff for any program of the Division, to assure completion of designated priorities, cost efficient operations, compliance with budget allocations, and responsiveness to the public.
2. Effectively supervise/manage field inspections or investigations to obtain compliance. Pursue enforcement of law through legal action available to the Department.
3. Effectively supervise the performance of subordinates, provide or recommend training as needed, and establish documentation for needed corrective or disciplinary actions.
4. Develop written procedures, regulations, or legislation along with background explanations and justification statements.
5. Effectively contribute to achieving the overall objectives of the Department.

Codes and Standards Administrator II (Non-Peace Officer)

All of the above and:

6. Conduct public hearings.
7. Organize or develop materials for and chair meetings and committees regarding division programs.
8. Prepare and conduct training programs for employees, persons regulated, and the general public on various requirements of Division programs.
9. Act as the Department liaison at industry organization conferences and meetings.

VETERANS' PREFERENCE POINTS

California law limits the granting of veterans preference credits to entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

STATE OF CALIFORNIA – BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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California Relay (Telephone) Service for the Deaf or Hearing-impaired: From TDD phones: 1-800-735-2929 From voice phone: 1-800-735-2922